

### GUEST LIST

- Set up spreadsheet with names, contact info, number of guests per family
- Manage & track RSVPs

### VENUE

- Check availability, rates, whether any limits on number of guests
- Book & pay any deposits/fees

### ENTERTAINMENT

- Check availability & rates
- Book & pay any deposits/fees

### INVITATIONS & OTHER STATIONERY NEEDS

- Design and/or purchase invitations
- Send invitations
- Design any event signage or other stationery (e.g. food signs, backdrops, favor tags, Thank You notes)

### MENU

- Decide snacks vs. meal, menu & method (catered/delivery/self-catered)
- Account for any food restrictions, allergies, or other dietary needs

### TREATS (CAKES/CUPCAKES, CAKE POPS, SPECIALTY COOKIES, ICE CREAM BAR, ETC.)

- Find vendor, place order & pay deposit/fee
- If baking at home, take stock of baking supplies

### ORGANIZE PARTY SUPPLIES

- Food & Beverage:** cups, utensils, plates, napkins
- Places to Sit & Eat:** folding tables, chairs, benches, etc.
- Decorations:** book vendors if not DIY-ing; if DIY-ing, order supplies
- Party Favors/Goodie Bags:** procure favors, wrap/gift tag, confirm display & distribution plan

### "WEEK OF" LIST

- Clean house, stock toilet paper, hand soap, empty garbage cans
- If outside, clear yard of tripping hazards, ensure outdoor furniture is clean & dry
- If making the treats, allot time to bake, cool, & decorate
- Tips and/or final payments in envelopes for vendors

### "DAY OF" LIST (OR DAY/NIGHT BEFORE)

- Set up folding chairs, tents, activities, etc.
- Hang up decorations, put out signage
- Refrigerate/freeze beverages
- Set out serving platters, utensils for food & beverages

### SEND THANK YOU NOTES